

## **14 FAH-3 H-100 HANDBOOK SCOPE**

### **14 FAH-3 H-110 GENERAL**

*(CT:AQM-1; 11-29-2005)*  
*(Office of Origin: A/OPE)*

### **14 FAH-3 H-111 PURPOSE**

*(CT:AQM-1; 11-29-2005)*

- a. The purpose of this handbook is to implement the Department of State Acquisition Career Management Program, as required by 41 U.S.C. 414(4), Section 4307 of the Federal Acquisition Reform Act (FARA), Executive Order 12931 sections (h) and (i), and Office of Federal Procurement Policy (OFPP) Policy Letters 92-3 and 97-01. The goal of the program is to increase the proficiency and facilitate the career development of Department of State acquisition professionals through a multi-faceted program built on assessment of employee skills, implementation of individual development plans covering competency-based training supplemented by on-the-job training, and adherence to minimum standards of education, training and experience for top-level acquisition positions.
- b. The overall philosophy of the program involves seeking to advance professionalism in acquisition positions. The Acquisition Career Management Program does **not** guarantee that anyone fulfilling all education, training and experience requirements for a given level will be promoted to the next level. The program serves to recognize the essential skills necessary for competent performance.

### **14 FAH-3 H-112 BACKGROUND**

*(CT:AQM-1; 11-29-2005)*

- a. The legal requirement for each agency to have a career management program has existed for many years. Office of Federal Procurement Policy (OFPP) Policy Letter 92-3 emphasized the need to establish a structured program for managing the acquisition workforce. The Policy

Letter was supplemented by the Federal Acquisition Institute's (FAI) Contract Specialist Training Blueprints, which defines 71 essential competencies for contracting and simplified acquisition.

- b. The Department of Defense (DOD), in 1990, established education, training and experience requirements for the acquisition career field required by law. Comparable education, training, and experience requirements were established for civilian agencies in 1996, as part of the Federal Acquisition Reform Act. OFPP Policy Letter 97-01, Procurement System Education, Training and Experience Requirements for Acquisition Personnel dated September 12, 1997, expanded on the previous career management requirements to include the identification and publishing of model career paths and the establishment of critical acquisition-related duties and tasks for which employees must be competent. The duties and tasks are identified in FAI's Contract Specialist Training Blueprints, which may be downloaded from the General Services Administration (GSA) Web site.
- c. The law and policies described above focus on development of a workforce with the skills and attributes required to effectively manage federal acquisitions. They demand substantial education, training, and experience requirements designed to create a cadre of highly skilled acquisition professionals. They also establish organizational responsibility and policy objectives for each element of the acquisition workforce: accession, education, training, experience, career path development, assignment, promotion, and retention.

## 14 FAH-3 H-113 SCOPE OF PROGRAM

*(CT:AQM-1; 11-29-2005)*

The Department's Acquisition Career Management Program applies to all permanent, full-time direct-hire employees who are U.S. citizens serving under career or career-conditional appointments in either the Civil Service (GS-1102 series, or any other series, when at least 50% of the employee's duties involve contracting or purchasing) or the Foreign Service. The program does **not** apply to:

- (1) Federal assistance (grants and cooperative agreements), which is governed by Grants Policy Directives issued by the Procurement Executive (A/OPE);
- (2) Contracting Officer's Representatives (CORs) whose training requirements are established in the Department of State Acquisition Regulation (DOSAR);
- (3) FEDSTRIP and related requisitions from established stock programs of GSA, DLA, or similar Federal agencies;

- (4) Orders placed against Department contracts in which the contracting officer has delegated ordering authority to requiring offices; and
- (5) The process of obtaining commercially available training for individuals using Form SF-182, Request, Authorization, Agreement and Certification of Training (handled by the Foreign Service Institute (M/FSI)).

## **14 FAH-3 H-114 SUMMARY OF CAREER MANAGEMENT PROGRAM FEATURES**

*(CT:AQM-1; 11-29-2005)*

The remaining chapters in this handbook address the following components of the Acquisition Career Management Program, each of which is required by the Federal Acquisition Regulation (FAR) 1.603-1, and Office of Federal Procurement Policy (OFPP) Policy Letters 92-3 and 97-01:

- (1) Model acquisition career paths and the critical acquisition-related duties and tasks employees must be competent to perform;
- (2) Formal education, classroom training and on-the-job training requirements leading to certification for three levels of acquisition professionals;
- (3) Procedures for waiver of formal education or training requirements;
- (4) Assessment of skills and training of individual employees and use of Individual Development Plans;
- (5) Contracting Officer Appointment System;
- (6) Employee self-development;
- (7) Acquisition Career Management Information System (ACMIS); and
- (8) Performance incentives.

## **14 FAH-3 H-115 CANCELLATION**

*(CT:AQM-1; 11-29-2005)*

This handbook replaces the November 2002 Acquisition Career Management Program Guidebook.

## **14 FAH-3 H-116 CONSULTATION WITH UNIONS**

*(CT:AQM-1; 11-29-2005)*

The American Foreign Service Association (AFSA) and American Federation of Government Employees (AFGE) were given the opportunity to review this handbook and to provide comments for incorporation into this document.

## **14 FAH-3 H-117 ACRONYMS**

*(CT:AQM-1; 11-29-2005)*

<b>ACMIS</b>	Acquisition Career Management Information System
<b>A/LM/AQM</b>	Office of Acquisition Management
<b>A/OPE</b>	Office of the Procurement Executive
<b>COR</b>	Contracting Officer's Representative
<b>DAU</b>	Defense Acquisition University
<b>DLA</b>	Defense Logistics Agency
<b>DOD</b>	Department of Defense
<b>DOSAR</b>	Department of State Acquisition Regulation
<b>DTS-PO</b>	Diplomatic Telecommunications Service – Program Office
<b>FAH</b>	Foreign Affairs Handbook
<b>FAI</b>	Federal Acquisition Institute
<b>FAM</b>	Foreign Affairs Manual
<b>FAR</b>	Federal Acquisition Regulation
<b>FARA</b>	Federal Acquisition Reform Act
<b>FSI</b>	Foreign Service Institute
<b>GS</b>	General Schedule
<b>GSA</b>	General Services Administration
<b>GSO</b>	General Services Officer
<b>HCA</b>	Head of the Contracting Activity
<b>IDP</b>	Individual Development Plan
<b>NFATC</b>	National Foreign Affairs Training Center
<b>OBO</b>	Bureau of Overseas Buildings Operations
<b>OFPP</b>	Office of Federal Procurement Policy
<b>OJT</b>	On-the-Job Training
<b>OPM</b>	Office of Personnel Management

<b>RPSO</b>	Regional Procurement Support Office
<b>SF</b>	Standard Form
<b>U.S.C.</b>	United States Code

## **14 FAH-3 H-118 AND H-119 UNASSIGNED**